

# JOB OPPORTUNITY

Franchise Tax Board is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent  
Full-time

☐ Permanent  
Intermittent

☐ Limited-term  
(Temporary)  
Length \_\_\_\_\_

☐ Formal Training  
and Development  
Assignment

Position Title: Examination Technician

Location: Central Office

Salary Range: A: \$2029-\$2465 / B: \$2348-\$2855

Classification: Personnel Selection Technician

Section/Unit: Exam Section

Number of Vacancies: One (1)

## Job Description: (includes typical duties)

Under the general direction of the Exam Supervisor performs duties to enable the effective processing of exam documents and certification requests in an automated processing environment. Reviews applications to determine if the applicant meets the required minimum qualifications for an exam; prepares exam packets for exams; coordinates exam panel material, dates and location arrangements for exams, requests and distributes certification, SROA and surplus eligible lists for hiring purposes. Initiates telephone calls for the purpose of obtaining interest in available positions, clarification of information on applications, or scheduling exams. Assists customers at the counter with exam or certification questions.

## Required Knowledge, Skills, and Abilities:

- Ability to interpret and apply rules laws and procedures.
- Ability to exercise good judgment.
- Good communication skills.
- Timely and accurate completion of work.
- Knowledge of the civil service exam process.
- Good Customer Service Skills.

## Desirable Experience/Qualifications:

- Adapts to changing priorities.
- Works well in a team environment.
- Reliable
- Experience with PC applications such as Word, Outlook.
- Experience with the State Personnel Board's automated on-line examination and certification programs.
- Good organization skills

Mail or hand deliver your application by: June 13, 2001

Contact Person: Karen Gooch Telephone Number: 916-845-3614

Address/Room Number: PO Box 550, Sacramento, CA 95812-0550, Attention: Exams

Special Instructions: Anticipate interviews to be scheduled in June.

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list or have reinstatement eligibility. Applications will be screened and only the most qualified applicants will be interviewed.

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

Franchise Tax Board's TDD telephone number is (800) 822-6268.

The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.